

Information Services Board (ISB) Meeting Minutes

Department of Information Services Board Room, The Forum Building
Olympia, Washington
December 19, 1997

Members Present:

Joe Dear
Charles Baum
Emilio Cantu
Steve Kolodney
Ed Lazowska
Marsha Tadano Long

Members Absent:

Jim Coolican
William Finkbeiner
Tom Fitzsimmons
Mary McQueen
Cathy Wolfe

Others Present:

Todd Sander

Call to Order

Mr. Dear called the meeting to order.

Roll Call

Sufficient members were present to allow a quorum.

Approval of Minutes

The minutes from the October 10, 1997 Information Services Board (ISB) meeting were approved.

Department of Licensing BTAP Status

Mr. Andy Marcelia, Department of Information Services (DIS), introduced Ms. Evelyn Yenson, Director of the Department of Licensing (DOL) to report the status of DOL's Business and Technology Assessment Project (BTAP). Dye Management Group is conducting a business and technology assessment to review the agency business practices and processes to determine strategies to improve service delivery and resource efficiency.

Ms. Yenson explained research interviews have been conducted with employees, customers, law enforcement agencies, the courts, and other agencies that interact with DOL to learn what areas of the business need improvement. Two committees have been established to work with the information gathered--a policy steering committee and a working group comprised of 14 people from agencies who work closely with DOL.

As a result of the research, two of seven areas for improvement were given priority. The first is the ability to conduct information queries, data searches and ad hoc reporting of the driver records. The second is to improve the area in which the license service offices are operated.

WSP Data Center Update

Ms. Lourdes Collins, DIS, introduced Ms. Annette Sandberg, Chief of the Washington State Patrol (WSP) to update the Board on the status of the location of the WSP data center. WSP is the only agency using their data center since the Department of Corrections (DOC) moved to DIS in September 1997. WSP is nearing the completion of a formal proposal recommending relocation of their data center to DIS. They are reviewing the costs and timing for the move and plan to provide their proposal to the Board for approval in January.

Justice Information Committee Update

Mr. Todd Sander, DIS Deputy Director and Chief of Staff for the ISB, presented background on the ISB Justice Information Subcommittee (JIC). The JIC was established to provide a mechanism to facilitate the exchange of criminal justice information between state and local agencies and across branches of government. On November 25, 1997 the ISB transferred operational and staff responsibility for the JIC from the Office of Financial Management (OFM) to DIS.

Mr. Sander described the efforts to define a governance structure at the policy level for the JIC. To date, the work of the JIC has been in the area of standards development among the various agencies. To further support and assist in implementation of a Justice Information System, an executive committee, operational level subcommittees, and work groups will be utilized. The JIC will meet the first Monday of every other month and the executive committee will have its first meeting on January 12, 1998. A Justice Information Network Project Coordinator will be hired by DIS by the end of January 1998.

Portfolio-based IT Management and Oversight Policy Revision Update

Mr. Paul Taylor, DIS, presented a status report of the of the work done by the Customer Advisory Board (CAB) and the Legislative Evaluation and Accountability Program (LEAP) on the portfolio-based IT planning and management document.

A set of criteria that may be used to establish the degree of risk associated with IT projects has been developed. It may help to determine the amount of oversight an IT project will require. Following a review of the draft document by the Board and members of the Governor's Executive Cabinet early in 1998, a contractor selected by DIS through the competitive

bidding process will complete the implementation parts of the document.

Remaining Agenda Items

None.

New Business

None.

Adjournment

The meeting was adjourned.